

**BROOKS TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
AUGUST 27, 2018 @ 7:00 PM
APPROVED**

MEMBERS PRESENT: Mark Pitzer, Pat Baker, Danielle Hummel, Cheryl Rosen, Ryan Schultz, Matt Arthur

MEMBERS ABSENT: Phil Knappe

STAFF PRESENT: Joe Selzer, Zoning Administrator

Chairman Pitzer, called the regular meeting to order at 7:00 p.m. This meeting was properly posted and a quorum of the Brooks Township Planning Commission was present.

APPROVAL OF AGENDA:

Moved by Baker **Seconded** by Rosen to accept the agenda. **Approved unanimously**

PUBLIC HEARING

Moved by Baker, **seconded** by Hummel to suspend the regular meeting and open the Public Hearing. **Approved Unanimously**

Both hearing issues were posted in the paper and no correspondence received.

- 1) Public Hearing opened with discussion of Ordinance Language addition to Item 5, Art IV, Sec 4.09. Joe Selzer noted that child care centers are allowed SLU for 7 or more persons in residential districts. The proposed change will allow the same arrangement in commercial districts.

Public Comment:

- Cory Nelson, would like to see facility in place; it's a great opportunity, and the perfect place.
- Dale Richardson – There's a need in our community for a commercial child care center; they have done a phenomenal job of what they have and where they are currently. This will increase affordable child care.

- 2) Special Land Use (SLU) permit, 25 E. Maple Ridge Dr., for Shaneanne's Early Learning Center. Shane and Brian Elling provided background information. Joe Selzer explained that the current facility in Croton is insufficient and this permit will allow a larger facility to open/operate in Brooks Township. The site plan for Alpha Family Center is being used. No exterior changes are needed except for fencing requirements by the State Licensing, and all requirements are met except for the fencing issue.

No Public Comment

Moved by Baker, **seconded** by Rosen to close the Public Hearing and return to the regular meeting. **Approved Unanimously**

APPROVAL OF MINUTES:

Moved by Arthur, **Seconded** by Hummel to accept the minutes of the July 23, 2018 meeting with amendment to void the motion for the Sheet Change language until the Public Hearing has been held. **Approved Unanimously**

PUBLIC COMMENT: None

CORRESPONDENCE: None

UNFINISHED BUSINESS:

The SLU for the cell tower on Croton road and Poplar expired 4/04/17. They plan to reapply, no need to submit site plan, but updated information is necessary.

NEW BUSINESS:

- 1) Ordinance Language Change – Article IV, Sec 4.09 – **Moved** by Baker, **seconded** by Hummel to forward to the Board for approval. **Approved Unanimously**
- 2) SLU Permit, 25 E. Maple Ridge Dr., Shaneanne’s Early Learning Center – **Moved** by Baker, **seconded** by Arthur to forward to the Board for approval. **Approved Unanimously**
- 3) Ordinance Language Change – Art. IV, Sec 4.09, Conference/Retreat Center in residential districts as SLU – Dale Richardson provided background detail for the center and noted the primary use will be retreats for men’s/women’s ministry, youth, and guest pastor/speakers. Dale envisions approximately 12 events per year at this point.

Public Hearing for language change will be postponed until the October meeting. Since no ordinance language currently addresses this type of facility, Joe Selzer recommends formation of a sub-committee to review and establish standards (possibly modeled after existing Bed/Breakfast language), prior to the October meeting. This will allow standards to be set prior to a Public Hearing being held. Joe will coordinate the sub-committee which will include Pat Baker, Danielle Hummel, Cheryl Rosen and Dale Richardson as a guest.

STAFF UPDATE:

- Special Land Use request is pending for a change of a single family dwelling to a two-family on Catulpa. Both units have outside access and a request has been made for the Health Dept to check the septic. The goal is to obtain necessary information and publish prior to the September meeting.

- A new application is expected for the cell tower on Croton Rd. This will likely be an ordinance language change that would result in a public hearing in October.

PUBLIC COMMENT: None

PLANNING COMMISSION MEMBER COMMENTS: None

ADJOURNMENT:

Moved by Baker **Seconded** by Rosen to adjourn.

Motion carried.

Respectfully Submitted,

Pat Baker
Planning Commission Secretary

Dianna Schaafsma
Recording Secretary